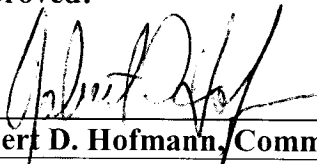


<b>State of Vermont, Agency of Human Services Department of Corrections</b>	<b>Title:</b> <b>Religious Observance - Facilities</b>		<b>Page 1 of 12</b>
<b>Chapter:</b> <b>Programs – Volunteer Services</b>	<b># 380.01</b>	<b>Supersedes #380, dated</b> <b>9/27/1984</b>	
<b>Attachments, Forms &amp; Companion Documents:</b> 1. Inmate Religious Preference Designation Form 2. Religious Personal Property Matrix 3. Inmate Religious Accommodation Request Form			
<b>Local Procedure(s) Required:</b> Yes (See QA p. 9.a.) <b>Applicability:</b> All facility staff (including volunteers and contractors) <b>Security Level:</b> “B” – Anyone may have access to this document.			
<b>Approved:</b> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <b>Robert D. Hofmann, Commissioner</b> </div> <div style="text-align: center;"> <b>January 10, 2008</b>  <b>Date Signed</b> </div> <div style="text-align: center;"> <b>February 4, 2008</b>  <b>Date Effective</b> </div> </div>			

## PURPOSE

The purpose of this directive is to establish the Vermont Department of Corrections’ policy and procedures regarding inmate religious practices and programming.

## POLICY

It is the policy of the Vermont Department of Corrections to make available to inmates an opportunity to participate in religious services and programs and to exercise their religious beliefs within the inherent need for resources, facility safety, and security. Faith-based programs and observances will be accommodated within available time and space, unless a precluding compelling governmental interest exists.

## AUTHORITY

28 V.S.A 11 § 803(a)(b); American Correctional Association Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition 2003, Standards 4-4273, 4-4319, 4-4517, 4-4518, and 4-4520.

## REFERENCE

Department Administrative Directives #354.05 *Inmate Alternative Diets*; #376.01 *Volunteer Services Management*; #409.01 *Contraband & Searches*; #327.01 *Inmate Visits*; #410.06 *Restrictive Housing Status, Conditions of Confinement*.

## DEFINITIONS

Compelling Governmental Interest: Overriding concerns of the Department of Corrections that must be addressed, using the least restrictive means, regardless of other issues or requests. These include, but are not limited to, safety, security, health, and discipline.

Demonstrative Prayer: Overtly religious conduct that unduly imposes on others in a facility.

Donation: Department-approved contributions to inmate programs/activities.

Faith Representative: A spiritual leader who is empowered by a particular faith group to administer ordinances and sacraments, perform rites, counsel, instruct, and provide worship and religious services.

Faith Group: A religious or spiritual denomination, sect, or organization that is recognized by the Department of Corrections.

Guest Volunteer: A volunteer who has not completed screening and training but who provides occasional services to the Department under the supervision of paid staff or other registered volunteers. A guest volunteer who provides services more than three (3) times a year must apply to be a registered volunteer in order to continue. Guest volunteers, for purposes of identification, will be treated as visitors on official business.

Proselytizing: Approaching someone with the intent to persuade that person to convert to a particular faith group.

Registered Volunteer: Any person who performs a function within a correctional facility for no payment from the Agency of Human Services. They may receive a stipend from an outside source. A registered volunteer has completed a Department application, screening and training, has a volunteer photo ID, and is listed with the Volunteer Services Coordinator as an approved volunteer.

Religious Activity: Any rite, ceremony, event, or program that is customarily associated with the practices of a religion, including, but not limited to, formal group gatherings of a religion for purposes of worship, prayer, or teaching.

Religious Observance Program: Includes any formal faith-based activities, services, and practices in a correctional facility, which are coordinated or monitored by staff in order for inmates to practice their religious beliefs while incarcerated.

Religious Volunteer: A Department of Corrections' registered volunteer who conducts individual or group religious activity in a correctional facility.

Security Threat Group (STG): A group of inmates specifically designated by the Commissioner/designee which poses a threat to the safety of staff, the facility, the public or other inmates (e.g., "Aryan Brotherhood", "Latin Kings").

Volunteer Services Coordinator (VSC): The correctional staff person who has responsibility for the volunteer services program in a correctional facility, including the religious observance program (in conjunction with the facility Superintendent).

## **PROCEDURAL GUIDELINES**

The Department of Corrections will offer inmates the opportunity to participate in religious programming and the practice of their faith, individually or in a group, limited only by a compelling governmental interest. The religious programs offered will reflect the diversity of faith and traditions in the larger outside community to the extent possible.

**1. Management Responsibility**

- a. Statewide responsibility for the management of any religious observance program will be under the direction of the Department of Corrections' Facilities Executive in conjunction with the central manager assigned to oversee statewide volunteer services, who will assist with recruitment of religious volunteers.
- b. Facility responsibility for the coordination and management of the facility-based religious observance program will be the facility Volunteer Services Coordinator (VSC) in conjunction with the facility Superintendent.

**2. Inmate Access to Religious Programs and Services**

- a. Religious Preference
  - i. At the time of their admission to the Department of Corrections, an inmate may elect to fill out and designate any one or no religious preference by checking the "original request" box on the *Inmate Religious Preference Designation Form (Attachment 1)*. This form will be supplied at the initial intake.
  - ii. By notifying the facility Volunteer Services Coordinator, an inmate may request to change their designation by completing the *Inmate Religious Preference Designation Form (Attachment 1)* again and checking the "change" box.
- b. Individual Access
  - i. To maintain security and order, and to prevent abuse or disrespect of the religious beliefs of others, an inmate may participate in a religious program or service only if they have previously signed up to attend that program or service.
  - ii. No inmate will be required or expected to attend any religious program or service or to adhere to any religious belief.
- c. Restriction of Religious Activities or Practices
  - i. Inmates will not be discriminated against because of religious beliefs and practices.
  - ii. There will be no substantial burden placed on an inmate's right to practice their religion, unless justified by a compelling governmental interest.
  - iii. Any act of abuse or disrespect toward a religion during an activity/service may result in the inmate being asked to leave, may be subject to a disciplinary report (DR), and may be restricted from attending future services of that religion.
  - iv. If a restriction of a religious practice has been placed, staff will lift the restriction after:
    - a) consultation with the Facilities Executive,
    - b) corrective action has been taken, and
    - c) there is no longer a perceived threat to safety and security.
  - v. If the restriction is not lifted, inmates will be notified of the decision and reasons for the decision in writing.
  - vi. Whenever an inmate's exercise of a religious practice is denied, the Superintendent/designee will prepare, in writing, the specific reasons supporting the denial, with a copy to the Department's Facilities Executive, the inmate and inmate's core file.
  - vii. Inmate possession of security threat group materials or symbols is prohibited. First Amendment free exercise of religion protection applies to religious ideas and symbols by faith groups whose only purpose is religious; it does not extend to security threat group use of religious ideas and symbols as a means of organizing and meeting.
  - viii. Proselytizing by any faith representative, volunteer, staff person, inmate, or visitor to an unwanted recipient is prohibited. However, this does not prohibit the invitation of one to another to explore a faith.

- d. Religious Accommodations
    - i. An inmate may request a religious accommodation by filling out an *Inmate Religious Accommodation Request Form (Attachment 3)* and submitting it to the Superintendent. The Superintendent in consultation with the Volunteer Services Coordinator and the Facilities Executive will approve or deny the request.
    - ii. An inmate's request for a faith practice accommodation by the Department must be supported and verified by the faith's recognized sacred text, historical established procedures, or outside religious authorities, which the inmate must provide. The Department will make every reasonable effort to accommodate these religious observances unless there is a compelling governmental interest that necessitates restricting the observances.
    - iii. Whenever an inmate requests a religious practice that has not been previously approved at that facility, for consistency the facility Superintendent/designee will consult with the Department's Facilities Executive prior to making a decision.
    - iv. If an inmate has requested a specific religious accommodation (*Attachment 3*) that was *denied* by the Superintendent, the Superintendent will forward the completed request to the Department's Facilities Executive, for review, in consultation with the Department's Legal Division.
  - e. Religious Space – All recognized inmate religious groups will have equal access to the physical space, which is dependent on the number of adherents, equipment, and services, which the institution normally provides for religious purposes.
    - i. The Superintendent/designee will ensure a designated area is made available for conducting worship services, religious education, and activities. Assignment and availability of the designated area will be at a reasonable time, place, and manner and in conjunction with other facility activities, events, and needs.
    - ii. Religious program space will be kept free of religious objects or symbols, which cannot be removed or covered between services by the different faith groups using them. The Superintendent will ensure that local written procedures for the use and storage of religious objects and symbols are developed.
  - f. Coordination and Management
    - i. The Volunteer Services Coordinator, in conjunction with the Superintendent/designee, will schedule all religious programs and activities. Scheduling will be coordinated among the various religions, other facility operations or activities, and within the security needs and constraints of the facility.
    - ii. Facility staff will have access to all religious services and programs to ensure the security requirements of the facility are being met.
- 3. Range of Religious Activities and Services** – Each facility will make all reasonable efforts to establish and maintain religious activities and services for all inmates.
- a. Clergy Services – The facility Superintendent/designee will make all reasonable efforts to ensure that an accredited representative of an inmate's religious faith is available to provide formal or informal services to inmates who request them.
  - b. Religious Groups – Recognized groups or denominations will include, but not necessarily be limited to, those listed in *Attachment 1*. An inmate who is affiliated with, and wishes to participate in, a recognized religious group not currently functioning at a facility should inform the facility Volunteer Services Coordinator. The Volunteer Services Coordinator, in

consultation with the facility Superintendent/designee and following the procedures of this directive, will make all reasonable efforts to arrange for the requested services.

- c. Religious Activities – Each religious group is encouraged to plan its own activities, using appropriate community and facility resources. Religious activities include, but are not necessarily limited to, worship services, religious instruction, reading and study, religious discussion groups, and spiritual counseling.
- d. Religious Diets – Inmates may refer to Administrative Directive #354.05 *Inmate Alternative Diets: Medical, Dental, and Religious* for information on requesting a religious diet. They should not use Attachment 3 in the *Religious Observance* directive to request a religious diet.
- e. Religious Rights and Observances
  - i. Individual demonstrative prayer will not be allowed if it interferes with the orderly running of the facility.
  - ii. Formal group prayer may only occur in a designated religious area during a religious service or at times authorized by the facility Superintendent/designee and in a manner that does not interfere with the orderly running of the facility.
  - iii. Inmates will not be allowed to act in a position of leadership, supervision, or authority over other inmates to include religious programs, services, or rites.
  - iv. When a faith group representative or religious volunteer is not present to facilitate a religious program, service, or observance, that faith group will not be allowed to meet as a group until appropriate faith group supervision is available.
  - v. The Superintendent/designee retains the right to limit participation in religious programs. This would occur upon documentation of a compelling governmental interest such as an individual has shown a threat to the safety of staff, inmates, or other persons involved in the religious activity; or an individual's conduct which disrupts the security or order in the facility.
- f. Work and Program Restrictions Due to Religious Beliefs

Each inmate will have a certain day of the week in which work is not required. Religious activities will normally be scheduled during what is regarded as “non-working” hours for inmates, usually weekends, and after 4:00 p.m., Monday through Friday. Inmates will not be excused from normal work or program responsibilities to attend religious services or activities except under the following conditions:

  - i. When it is mandated by their faith that they abstain from work on a certain day or must participate in a religious service at a specific time, which conflicts with their normal work or program schedule; (The facility Volunteer Services Coordinator/designee will maintain a list of religious observances, which require such accommodations. That list will be made available to all staff and volunteers.)
  - ii. When it is in the best interest of the facility to hold a religious service or activity during normal work or program hours;
  - iii. As approved on an individual basis.

Inmates excused from a work or program (e.g. CSC, Sex Offender treatment, etc.) assignment for reasons of attending a religious service may be required to make up the missed time.
- g. Religious Holy Days & Seasons

The Department's Facilities Executive/designee will notify Department Executives and facility Superintendents of the dates observed by the various religious faiths as religious

holy days and seasons or religious days of celebration. Guidance will be provided to facilities regarding the sacramental or ritual needs of individual religions for each holy day and season, or religious day of celebration, including special preparations needed, food, and times of day, or any restrictions on work, program, or other considerations.

- i. Calendar – Prior to the end of October of each year, the Facilities Executive/designee will issue a religious holiday calendar for the new year. The calendar will list by faith group all known holy days and seasons of observance.
  - Native American religious ceremonies are not celebrated on specific liturgical dates, but instead are celebrated as the cycle of nature dictates. The actual date for each ceremony will be selected after consultation with the Vermont Commission on Native American Affairs.
- ii. Three (3) business days prior to an approved holy day or religious season, the Volunteer Services Coordinator/designee will post copies of a Religious Program sign up sheet in each general population housing unit. When space and resources are limited, first consideration will be given to those who have a documented faith group affiliation associated with the holy day and season program.
- iii. The Volunteer Services Coordinator/designee will approve all program participants.
- iv. Food items purchased or provided from outside sources for holy day and season observances will be allowed if one (1) of the following applies:
  - a) An approved volunteer provides food items and is present to conduct the observance;
  - b) Where security permits, inmates may be allowed to purchase and bring food from commissary stock items to holy day observances when requested in advance of the observance.

Donated food items may not be designated for a particular inmate, but will be available for the entire faith group. All food items that are brought into the facility for a holy day and season observance must be removed by the volunteer coordinating the observance. No food items will be allowed to be brought back to the living units.

- h. Ceremonial, Holy Day Meals – Refer to Administrative Directive #354.05, *Inmate Alternative Diets: Medical, Dental and Religious*, Section #3, Religious Diets.

#### **4. Supervision of Inmate Religious Programs and Services**

- a. All formal group religious activities and programs will be conducted and supervised by Department Religious Volunteers.
- b. All Religious Volunteers must apply for a volunteer position within the Department (see Administrative Directive #376.01 *Volunteer Management*).
- c. Religious volunteers may deliver religious services and programs for which they are qualified or have authorization to do, including:
  - leading study groups,
  - supervising collective prayer,
  - administering the spiritual rites of a religion,
  - providing pastoral counseling.
- d. A guest volunteer may serve as a religious volunteer, but only with Superintendent approval.

#### **5. Religious Materials**

Any religious article that is used for other than its intended purpose, or is used to designate affiliation with a security threat group is subject to confiscation by the Department.

- a. Faith Group Property
  - i. The Department will permit faith group property, ritual supplies, and other articles as necessary to conduct group religious services. All articles are subject to being searched. If an article is found to be contraband, the article will not be permitted to enter the

- facility. While conducting religious services, chaplains, faith representatives, and outside clergy may wear their religious vestments and/or insignia.
- ii. Facilities with appropriate space may designate a secure location for the storage of faith group-related program materials. Where storage exists, there will be an inventory list of all stored items, approved by the Superintendent/designee, located in the storage area/cabinet.
  - iii. For items not on the approved inventory list, prior approval from the Superintendent must be obtained or the item will be considered contraband.
  - iv. Faith-specific reading materials, videos, and books may be stored with faith group items. No personal inmate items may be stored with faith group property.
- b. Inmate Religious Property Items
- i. Only items listed on the *Religious Personal Property Matrix (Attachment 2)* may be possessed by an inmate. These items are subject to considerations of safety and security. Some items for unique reasons may be prohibited. Once approved, all religious property authorized for an inmate becomes part of an inmate's personal property, with any limitations set by any Department administrative directives (See #410.06 *Restrictive Housing Status, Conditions of Confinement*).
    - a) Inmates may receive and retain possession of personal religious items/symbols.
    - b) All personal religious items, except those items approved at the time of an inmate's admission, will be purchased through a source approved by the Director of Security, Operations, and Audits. An inmate may submit an *Inmate Religious Accommodation Request Form (Attachment 4)* to request approval for additional sources.
    - c) Religious Volunteers may bring in approved religious items for a religious group. Donated religious items may not be designated for a particular inmate, but will be available for the entire faith group. The religious items must meet the standard for religious property as stated in this directive and the property directive, pass facility security inspection, and have prior approval of the Superintendent.
  - ii. Items not listed on the *Religious Personal Property Matrix (Attachment 2)* may be requested by inmates by completing an *Inmate Religious Accommodation Request Form (Attachment 3)*. The Superintendent, in consultation with the Facilities Executive, will approve or deny the request.
  - iii. When an inmate requests a change in religious preference (*Attachment 1*), the inmate must dispose all of the items associated with the previous preference by mailing, at their own expense, to their home or by waste disposal, prior to requesting items (*Attachment 3*) associated with the change.
- c. Religious Medallions and Symbols
- i. Approved religious medallions and symbols pertaining to an inmate's designated faith may be worn about the neck on a jewelry-type chain. Each inmate will be permitted only one (1) religious medallion. Chain lengths, medallions, and symbols may not exceed the sizes specified in the *Religious Personal Property Matrix (Attachment 2)* or as noted below.
  - ii. All medallions must be listed on the inmate's personal property inventory.
  - iii. Medallions that are designed with a pin to be worn on clothing are not permitted.
  - iv. Medallions may be made of metal, wood, cloth, or plastic and may be round in shape or in the shape of the appropriate religious symbol such as a cross, star, or crescent.
  - v. Medallions not allowed include: swastika, iron cross, inverted cross, or any item identified as gang-related or security threat group-related.
  - vi. Medallions may be no longer than 1.5 inches or 1 inch in diameter.

vii. Medicine Bag - An inmate designated as Native American will be permitted one (1) medicine bag as their medallion.

- a) A medicine bag may not exceed a maximum length of 2.5 inches. It must be made of leather, may not be embellished after purchase, and must be suspended from a leather strap no longer than 24 inches.
- b) A medicine bag may not be worn to the visiting room or while working in food service.
- c) Any contents of a medicine bag must be listed in this directive. (See *Attachment 2*.)
- d) If staff choose to search the contents of the medicine bag, the contents will be placed on a piece of paper and visually inspected. If a particular item is called into question, staff will remove the item and place it in an evidence bag for examination by the facility Security and Operations Supervisor and the Vermont Commission on Native American Affairs to determine its appropriateness for inclusion.

d. Religious Articles

i. Prayer rugs – Inmates of faiths that use prayer rugs are permitted to possess only one (1) prayer rug. It will be commercially made and no larger than 30 inches by 40 inches.

ii. Religious head coverings

- a) Inmates are permitted to wear religious head coverings in accordance with their religious beliefs and as their security level permits.
- b) Inmates will be permitted to wear religious head coverings in all areas of the facility.
- c) Staff may require an inmate to remove and may search religious head coverings at any time for security reasons.
- d) Religious head coverings will be searched upon entering and exiting the visiting room.
- e) A faith group's religious volunteer or representative will be consulted if there is any question whether the inmate's practice and the head covering itself are legitimate.
- f) Examples of approved religious head coverings are:
  - *Fez* – a brimless, cone-shaped, flat-crowned hat that usually has a tassel and is made of red felt.
  - *Hijab* – an approved cloth head covering (not to cover the face) for female members of the Islamic faith measuring four feet (4') by four feet (4').
  - *Kufi* – approved religious head covering worn by Muslim men. A hemispheric head cap that can be made of cloth, knitted or crocheted. The kufi must fit close to the head (hair).
  - *Tsalot-Kob* – approved religious headwear for members of the Rastafarian religious faith. A Taslot-Kob is a hemispheric head cap that can be made of cloth, knitted, or crocheted. Only the smallest size is permitted. It measures 12 inches long at its longest point in order to cover all locks. It must fit as close to the head as the locks permit.
  - *Turban* – a head covering formed by wrapping a long cloth sash around the head or a cap and which is worn especially by Muslim and Sikh men. A small version of the turban known as a *keskis* and *patkas* may be substituted for Sikh inmates if security concerns deem it necessary.
  - *Yarmulke* – approved religious head covering worn by Jewish men. A close-fitting skullcap that can be made of cloth, knitted or crocheted.

iii. Religious Beads – Generally, dhikr, mala, or rosary beads may be possessed in one's hands, but not worn or displayed.

- An inmate may be permitted to possess and wear other religious beads, (excluding dhikr, mala, or rosary beads), which can be documented and supported on a theological basis for use in the practice of an inmate's documented religion.



- iv. Oils – Oils are permitted only during formal faith group services. No inmate may be in personal possession of oils.
- e. Religious Publications and Texts  
Inmates may subscribe to and possess any religious publication approved through the provisions established in the administrative directives governing inmate mail and publications, inmate property, security threat groups, and contraband and searches. Texts such as the Holy Bible, Holy Koran, Guru Granth Sahib, Midrash, Talmud, and the Torah will normally be approved once they are searched.
- f. Inmates in Restrictive Housing
  - i. Approved religious volunteers may visit restrictive housing units with prior approval of the Superintendent/designee.
  - ii. Inmates in restrictive housing status may have a book of faith or other religious publications according to the allowable limits of their restrictive status (see administrative directive #410.06, *Restrictive Housing Status*).
  - iii. Allowable inmate religious property may be limited on an individual basis if it is proven to be a security risk or provides an inmate with the means to injure themselves.

## **TRAINING**

All managers and their designees will receive an initial video conference training (which will be recorded and made available to other facility staff) to inform them of the content of this directive and to discuss the impact of this directive on the correctional facilities.

Additionally, all uniformed staff will receive training regarding this directive during time designated for roll call.

## **QUALITY ASSURANCE**

- a. Facility Superintendents, in conjunction with the Volunteer Services Coordinators, will develop local processes to ensure that the procedures in this directive are consistently and fairly applied, and that documentation required under this directive is maintained.
- b. The Hearings Administrator will report quarterly on grievances regarding religious observance to the Executive Management Team Quality Council.
- c. The Director of Security Operations and Audits will incorporate the verification and validation of local procedures into facility Security and Compliance Audits.
- d. The Director of Security Operations and Audits and the facility Superintendents will use the information gathered through local and statewide quality assurance procedures to develop improvements or corrective plans.

## INMATE RELIGIOUS PREFERENCE DESIGNATION FORM

Check one (1) category or, where offered, the one sect or denomination that you intend to practice while incarcerated. If you do not intend to practice a religion, check *None*. If you would like assistance in completing the form, submit a request to a staff person.

You may change a selection of *None* to a specific group at any time.

☐ This is an original request.

☐ This is a change of religious preference.

	Buddhism		Protestant
	Christian Science		
	Church of Jesus Christ Christian		African Methodist Episcopal/Zion
	Church of Jesus Christ of Latter Day Saints (Mormons)		Apostolic
	Hinduism		Assembly of God
	Islam		Baptist
	Nation of Islam, Lost-Found		Episcopalian
	Nation of Islam, Farrakhan		Evangelical
	Sunni		Lutheran
	Shi's		Methodist
	Other (specify)		Pentecostal
	Jehovah's Witnesses		Presbyterian
	Judaism		Quaker
	Native American		Seventh-day Adventist
	Neo-pagan or Earth-based Traditions		United Church of Christ
	Odinism, Asatru & Norse Germanic Traditions		Other (specify)
	Orthodox		Rastafari
	Eastern		Roman Catholic
	Greek		Sacred Name Groups
	Russian		Assemblies of Yahweh
	Other		House of Yahweh
	Other (specify)		Sikhism
	NONE		Wicca

Inmate Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility: \_\_\_\_\_

## RELIGIOUS PERSONAL PROPERTY MATRIX

### General

	Calendar (1)
	Deity Pictures (up to 6)
	Deity Statue (up to 6'')(1)
	Prayer Rug (1)*
	Prayer Wheel [or picture](1)

### Cards

	Oracle (1)
	Rune (1)
	Sacred Path w/book (1)
	Tarot (1)
	Thoth Tarot (1)

### Herbs

	Basil
	Bitterroot
	Cassia
	Cedar
	Citron
	Clover
	Gota Kola
	Lavender
	Mint
	Parsley
	Rosemary
	Sage
	Sweetgrass

### Teas

	Chamomile
	Eucalyptus
	Ginseng
	Jasmine
	Peppermint
	Rosehips

### Feathers

	Bald Eagle
	Golden Eagle
	Hawk

### Medallion Chain (may possess only one (1), which must be in conjunction with a medallion)

	18"
	20"
	24"

### Medallion (may possess only one (1), which may be no longer than 1.5 inches or 1 inch in diameter)

	Allah (metal)
	Ankh (metal)
	Cross (metal)
	Crucifix (metal)
	Khanda (cloth)
	Medicine Bag w/strap (leather)
	Pentagram (metal)
	Scapular (cloth)
	Star of David (metal)
	Thor's Hammer (metal)

### Head Coverings (may possess only one (1))\*

	Fez
	Head Band [male]
	Head Covering [female]
	Hijab [female]
	Keskis [male]
	Kufi [male]
	Patkas [male]
	Prayer Scarf [female]
	Skull Cap (yarmulke) [male]
	Tsalot-kob
	Turban [male]

### Beads (one (1) strand only)

	Dhikr
	Japamala
	Kunti Mala
	Mala
	Prayer Beads
	Standard Rosary

\*Administrative Segregation Units may have starred items only.

**Inmate Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Property Officer Signature:** \_\_\_\_\_  
**Facility:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INMATE RELIGIOUS ACCOMMODATION REQUEST FORM

If more than one inmate is filing a request, each inmate must submit a form. If this is a group request, information must be submitted to the facility Volunteer Services Coordinator who will compile information about the group request and forward the information to the Department of Corrections Facilities Executive and the facility Superintendent. **NOTE:** Do not use this form to request a religious diet. See administrative directive #354.05, *Inmate Alternative Diets*, for the correct form. Please attach additional pages if needed.

<b>Inmate Name:</b>	<b>DOB:</b>	<b>Date:</b>
<b>Name of Religion:</b>		
1. Describe, in detail, your religion's basic tenets or beliefs which you feel require that you be provided with the requested accommodation:		
2. Give a detailed description of the requested accommodation or property source:		
3. List any publications, which explain the religious significance of the requested accommodation. Provide a copy of the publication(s) to the Volunteer Services Coordinator.		
4. Is there a recognized governing body for this Faith Group? If so, please provide contact information.		
<b>Inmate Signature:</b>		
<b>Superintendent Signature:</b>		<b>Date:</b>
<b>Comments and/or Recommendation:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b> (& Reason – <i>Use back if needed.</i> )		
<b>Facilities Executive Signature:</b>		<b>Date:</b>
<b>Comments and/or Recommendation:</b> ( <i>Use back if needed.</i> )		